

HUMAN RESOURCES AND LABOR NEGOTIATIONS COMMITTEE

Minutes of the Regular Session of the Human Resources and Labor Negotiations Committee of the Dodge County Board of Supervisors held on Wednesday, September 25, 2013 at 4:00 P.M., in meeting room 4-C located on the fourth floor of the Administration Building.

HR COMMITTEE MEMBERS PRESENT: Ballweg, Frohling, Greshay and Marsik.

MEMBER EXCUSED: Maly.

ALSO PRESENT: Joseph Rains, Human Resources Director; Sarah Eske, Human Resources Analyst; James Mielke, Dodge County Administrator; Leann Schultz, Insurance and Benefits Coordinator; Scott Smith, Chief Deputy – Sheriff's Department; Kathy Ryan, Human Services & Health Department Division Manager.

Meeting called to Order by Vice-Chair Ballweg at 4:00 p.m.

Roll call was taken. All members present with the exception of Maly who was excused.

Rains verified that the meeting was noticed in compliance with the Open Meetings Law.

Motion by Frohling to approve the agenda and allow the Chairperson to go out of order to efficiently conduct the meeting. Second by Greshay. Motion carried.

Ballweg asked if anyone present had any public comments. None were given.

Motion by Marsik to approve the minutes of the September 10, 2013 regular meeting of the Human Resources and Labor Negotiations Committee. Second by Frohling. Motion Carried.

Rains explained that this Committee still needed to determine and approve the employer and employee Health and Dental premium contributions for 2014. Rains explained that the County Board approved the deductible plan under the State of Wisconsin Health Plan. The deductible amounts are \$500 for single coverage and \$1000 for family coverage. Rains distributed a chart he drafted, which showed the premium rates at the same employer contribution percentage as in 2013 of 90.5%. Rains then distributed a chart indicating the premium rates for the public safety employees at the same employer contribution percentage as in 2013 of 97%. He explained that the County and the Sworn Union still need to negotiate a successor agreement and that the rates are subject to change based on the outcome of those negotiations. Rains explained that the Committee previously indicated the intent to have the 2014 Dental Insurance premiums remain the same as in 2013. The Committee held discussion.

Motion by Frohling to approve the non-Public Safety Health Insurance employer contribution at \$520.92 for single and \$1296.41 for family and to approve the Public Safety employer contribution at 97% of the lowest cost Tier 1 qualified plan in Dodge County, subject to negotiations and retroactivity. Second by Marsik. Motion carried.

HUMAN RESOURCES AND LABOR NEGOTIATIONS COMMITTEE – 09/25/13

Motion by Frohling to approve the Dental Insurance employer contribution rates at \$26.70 for single coverage and \$ 85.62 for family coverage. Second by Greshay. Motion carried.

Rains informed the Committee that funds have been built into the 2014 budget for consultant services for a health insurance bidding study. He explained that he contacted Rae Ann Beaudry from the Horton Group, who has extensive experience working with Local Government and the State of Wisconsin Health Insurance, and inquired as to the approximate cost of a health insurance bidding study. He explained that she quoted \$45,000 to cover the cost of the study and that after discussion with Mielke they felt this was an appropriate number to incorporate into the budget.

Rains distributed a copy of the proposed 2014 Human Resources Department Budget. The Committee reviewed the proposed budget and asked Rains questions related to some of the changes made. Rains explained that Mielke has reviewed it and made changes, which he incorporated into the overall 2014 Budget proposal to the County Board.

The Committee reviewed the Personnel Requisitions.

Motion by Marsik to approve the Personnel Requisitions as presented. Second by Greshay. Motion carried.

- One (1) Receptionist II – F.T., Clerk of Courts Department
- One (1) Meal Site Manager – LTE – P.T., Human Services & Health Department
- One (1) Custodian II – F.T., Physical Facilities Department
- One (1) Detective (37.5) – F.T., Sheriff's Department – Detective Division
- One (1) Jail Corporal – F.T., Sheriff's Department – Jail Division
- One (1) Traffic Patrol Officer - F. T., Sheriff's Department – Patrol Division

Leave of Absence: Rains presented a request from an employee of the Human Services and Health Department for a County Unpaid Medical Leave due to her own serious health condition. He explained that this employee did not work enough hours in the previous year to qualify for FMLA leave.

Motion by Frohling to approve the leave as presented. Second by Marsik. Motion carried.

An employee of the Human Services & Health Department for a County Provided Unpaid Medical Leave for themselves from 09-25-13 to 12-26-13.

Rains presented an update regarding the Performance Review Training. He stated that dates of October 10th and 14th, 2013 have been established. He stated that there will be two session per day with approximately 130 employees going through the training. He also informed the Committee that the Performance Review forms will be placed on the Dodge County intranet. IT has the template completed and he will be sending it to the Advisory Committee members for their final comments before making it available to all employees.

HUMAN RESOURCES AND LABOR NEGOTIATIONS COMMITTEE – 09/25/13

The Committee reviewed the Salary, Wage, and Status changes as presented.

NEW HIRE – UNION: None. RE-HIRE – UNION: None. RECLASSIFICATION – UNION: Kevin M. Day, Detective, Sheriff's Department – Detective Division at \$29.98, (Shift Change Only), Pay Grade SSU06, Step 6M54 effective 08-24-13; Michael T. Reissmann, Detective, Sheriff's Department – Detective Division at \$29.98 (-0.20 Shift Change Only), Pay Grade SSU06, Step 6M54 effective 08-24-13; Michael P. Willmann, Patrol Sergeant, Sheriff's Department – Patrol Division at \$27.89, Pay Grade SSU08, Step 4M30 effective 10-10-13. STEP INCREASE – UNION: None. NEW HIRE: Margarite F. Cruz, Economic Support Aide, Human Services & Health Department at \$12.86, Pay Grade DC02, Step ST01 effective 09-09-13. RE-HIRE: Ashley R. Schabel, Economic Support Specialist I, Human Services & Health Department at \$16.66, Pay Grade DC04, Step ST01 effective 09-24-13. LIMITED TERM/SEASONAL: None. RECLASSIFICATION: Bruce E. Von Rueden, County Patrolman, Highway Department at \$21.37, Pay Grade HWU04, Step 2M06 effective 10-12-13; Melissa R. Abel, Counselor III, Human Services & Health Department at \$22.44, Pay Grade DC07, Step ST01 effective 09-10-13; Nathaniel D. Hein, Correctional Officer-Relief 3rd Shift, Sheriff's Department – Jail Division at \$16.91, Pay Grade DC04, Step 01 effective 08-03-13; Marcus R. Kirchoff, Correctional Officer-Relief-1st Shift, Sheriff's Department – Jail Division at \$24.92, Pay Grade SNU02, Step 4M30 effective 08-04-13; Daniel W. Mullin, Correctional Officer-Relief 1st Shift, Sheriff's Department – Jail Division at \$24.92, Pay Grade SNU02, Step 4M30 effective 08-03-13; Karla L. Schultz, Correctional Officer-Relief-3rd Shift Regular, Sheriff's Department – Jail Division at \$24.92, Pay Grade SNU02, Step 4M30 effective 08-02-13. STEP INCREASE: None. NON-SCHEDULED INCREASE: None.

The Committee reviewed the Orientation Period Reports as presented.

Committee Member Reports: Frohling stated that he attended the WCA annual conference and asked Rains and Mielke if the County had an Administrative Policy handbook. Rains explained that there are Administrative policies in place but that they are not incorporated into a handbook. Frohling stated that he attended a few sessions at the conference and will have further questions.

HR Director's Report

- a. **Disciplinary Actions:** Rains informed the Committee that an employee's orientation period was terminated for unsatisfactory attendance. He explained this was an employee of the Physical Facilities Department.
- b. **Grievances and Arbitrations:** Rains stated that the County still has not received any notifications regarding the Sworn Union step increase arbitration. He explained that Nancy Pirkey, Labor Attorney, sent an email to the Staff Representative requesting an update. The Staff Representative replied that they will be filing with the Wisconsin Employment Relations Commission. He stated that Pirkey's response would be that the County would challenge the timelessness of the filing. The Union Contract states that they have fourteen (14) days from the HR Committee decision.
- c. **Worker's Compensation:** Nothing to report.

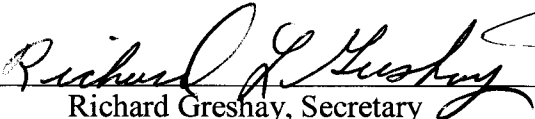
HUMAN RESOURCES AND LABOR NEGOTIATIONS COMMITTEE – 09/25/13


Future Agenda Items: Marsik inquired about the sick leave accumulation amounts that were discussed at the last County Board meeting and asked if the Committee needed to discuss a change to the total amounts that can be either banked and/or earned per year. Rains stated that it has been some time since an audit of current sick leave banks has been completed and that before any discussions for change are made he would like the opportunity to analyze this. He also stated that the Committee, at one point, heard a presentation regarding Paid Time Off (PTO) and that the County chose not to make any decision in that regard. He stated that, at some point, he would like to see the Committee take formal action on this topic.


Future Meeting Dates and Times: It was the consensus of the Committee to cancel the October 1, 2013 regular meeting.

The next regular scheduled meetings of the Human Resources and Labor Negotiations Committee are: **October 15, 2013 and November 5, 2013 at 10:00 a.m.** in room 4C of the Administration Building.

Meeting adjourned by order of the Vice-Chair at 5:35 p.m.


Richard Greshay, Secretary


Donna Maly, Chair


Robert Ballweg Vice-Chair

Disclaimer: The above minutes may be approved, amended or corrected at the next committee meeting.